

Canva QuickStart Guide for Caregivers/Girls

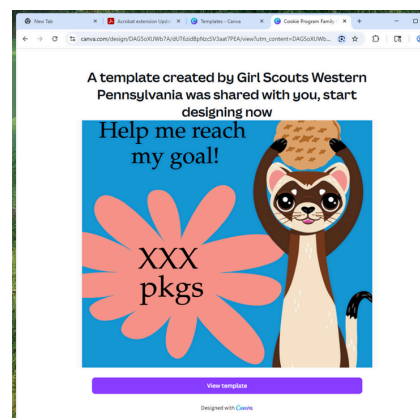
Welcome! This guide will help you quickly get started using Canva and our customizable cookie program graphics for families. Follow the steps below to create personalized social graphics that allow girls to highlight their own photos, goals, and favorite cookies to promote their cookie business and personal digital cookie link.

Step 1: Login to your Canva account or create a free Canva account.

If you do not already have a Canva account, visit canva.com and create a free Canva account using one of the login creation options (google, facebook, email).

Step 2: Choose a Template.

Click on the Canva cookie promo template link found at gswpa.org/cookieseller. Choose “View Template”, then “Open in Editor”.



Step 3: Customize your graphic.

1. Upload any photos you want to use with the “Uploads” menu item along the left sidebar. If any photos include anyone other than your Girl Scout, be sure you have permission to include them.
2. Your photos can be added to any frame which can be a shape or background space that looks like a blue sky, a cloud, and a green hillside. Choose the Uploads menu item again and simply drag/hover your photo over the frame. Canva will drop it into the frame. Double click on the photo to adjust the size or position.
3. You can also edit text and change color combinations.
4. Keep things clear and concise. Less is more when it comes to text on a social graphic.
5. Once you’ve customized your graphic, download the graphic using the directions on pg. 2.

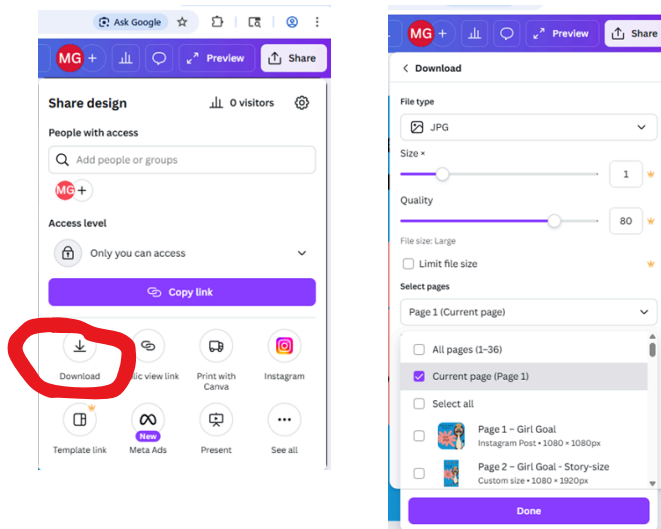
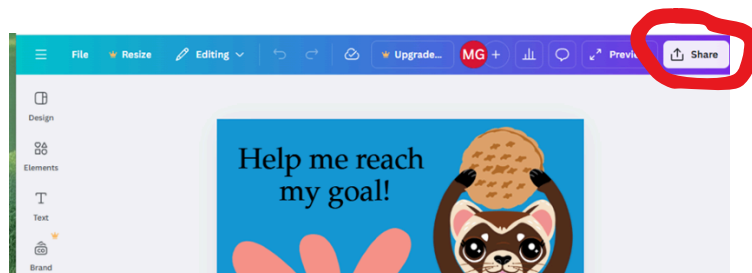


Step 4: Download your graphic(s).

Be sure to proofread any content on your graphic before downloading.

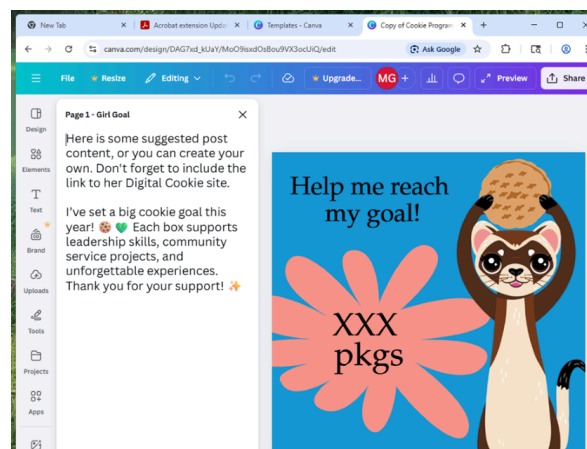
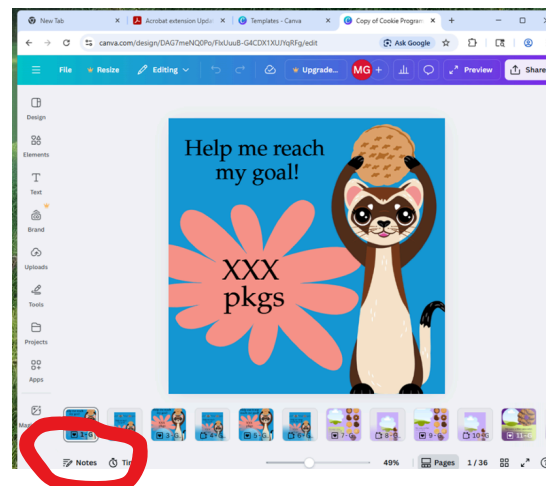
To save as a JPG (for social media):

1. Click “Share” in the top right.
2. Select “Download”.
3. Under **File Type**, choose “JPG”. (If you have the Pro version, slide the Quality bar to 100.
4. Choose the correct **page** for the graphic you want.
5. Click on the “Done” button.
6. Click the **Download** button. (This will save to the Downloads folder on your computer.)



Step 5: Write your post content and post to your social media platform(s).

When you're ready to post your graphic to social media, you can write your own post content to go with it, or use the suggested content provided in the “Notes” section for each graphic.



Questions? Please reach out to brand@gswpa.org.